

STATE OF NORTH CAROLINA  
DEPARTMENT OF CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY

***ARCHIVES INFORMATION CIRCULAR***

Number 5 1973 CFWC/DRL Revised February 2002 (LO) Raleigh, North Carolina

**PURCHASING COPIES OF PUBLIC RECORDS FROM THE ARCHIVES**  
**Replication, Certification, and Transcription Services**

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**I. GENERAL INFORMATION AND POLICY**

1. The Division of Archives and History, Archives and Records Section, owns a variety of equipment designed to meet to the extent practicable the copying and duplication needs of its customers.
2. The laws of the State of North Carolina (G.S.121-5) authorize the division to charge "reasonable fees" for copies furnished to the public; and regulations of the Office of State Budget, administering the Executive Budget Act, require the division to collect a specified amount annually from fees to maintain present operational levels. The division does not intend to make a profit from its copying and other services, but it cannot provide such services at a deficit which would have to be repaid from funds appropriated by the legislature.
3. Replication and certification services are performed in compliance with the laws of the State of North Carolina (G.S. 132) and as an aid to reference and research use of records, manuscripts, and other research materials in the custody of the State Archives. Some of these holding are restricted by law or by terms of their donation, and copies of such material cannot be made. Further, the furnishing of copies of documents in any form does not confer upon the user the right to use them in such a manner as to be construed as copyright infringement. The State Archives assumes no responsibility for the infringement of copyright or other literary or property rights which may be held by other persons or entities. The researcher accepts full responsibility for the use and publication of manuscripts from the holdings of the State Archives. In addition, photocopies cannot be made of very fragile or badly deteriorating materials when the handling or process itself would cause further damage.
4. Researchers in the Search Room who require extensive photocopying services are asked to make known their needs early in the visit so that adequate arrangements can be made to provide copies as promptly as possible.

5. Copies (except microfilm) will be endorsed with the division's stamp. For mail order copies, the location or other identification of the original record will be noted on the reverse of the copy or order form. Identification and location are not provided for "while you wait" copies.
6. Copies of public records for state agencies, counties, municipalities, or other political subdivisions of North Carolina and of selected unofficial records in the custody of the division can be certified as true copies of the originals. An extra charge for certification and affixing of an official seal is made at the rate of \$1.00 per document.
7. Typed transcripts of records - wills, deeds, court minutes, and the like - cannot be provided by Archives staff. Four exceptions are made: typed, certified transcripts of information can be provided at a charge of \$8.00 each from Revolutionary Army Accounts in the records of the Treasurer and Comptroller; from "Register of the North Carolina Continental Line"; from John W. Moore's Roster of North Carolina Troops in the War Between the States; and from Muster Rolls of Soldiers of the War of 1812: Detached from the Militia of North Carolina in 1812 and 1814.
8. Exemplifications prepared in accordance with the requirements of the "Ancient Writings" rule for introduction as evidence in a court of law can be provided at a charge of \$10.00 per document in addition to the cost of the copies.
9. Transcripts for student academic records for defunct post-secondary schools in custody of the State Archives are available for \$2.00 per copy. Further information about defunct post-secondary school records can be obtained from the Archives registrar.
10. For further information regarding prices or services as described in this circular, contact the Archives and Records Section, 4614 Mail Service Center, Raleigh, NC 27699-4614; phone (919) 807-7310; fax (919) 733-1354

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## II. COPYING SERVICES

Copying characteristics, general uses, and charges for each of the types of equipment and/or processes available are discussed below.

1. **Photocopies.** This equipment produces positive copies made by the electrostatic process which is particularly suitable for the reproduction of textual and line material. The division commonly uses this process to reproduce all loose documents of less than 11" x 17." Larger documents and bound records must be copied by the graphics camera method or by microfilming.

## Photocopy Rates

Photocopies per page	\$ .10
Minimum charge per mail order for photocopies	\$2.00

"While You Wait" Copies Made in the Archives Search Room

**NOTE:** Orders requested in person by a researcher in the State Archives can be filled on a "while you wait" basis by Search Room staff. Copies not to exceed fifty (50) pages will be charged at a rate of \$.10 per page and will be endorsed only with the division's name/date stamp. Cash or payment by check is required; orders placed at the Search Room desk will be mailed and receipts will be issued only upon request. The division reserves the right to limit this service when the number of researchers in the Archives places an unusual demand on the Search Room staff.

2. **Paper Prints from Microfilm.** This type of copy is used to provide paper enlargements from microfilm. The process is electrostatic with carbon based toner and is bi-modal, producing positive prints from both negative and positive film. Copies made by this process can be dim and hard to read because of the worn or scratched condition of the microfilm. The maximum size of each copy is 11" x 17"

Per Paper Print from Microfilm	\$ .25
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3. **Graphics Camera Prints.** Graphics camera equipment is used for reproduction of maps, newspapers, loose documents of large size, mounted documents, and bound volumes. The largest one-piece copy the division's machine will make is 12" x 18"

The graphics camera process permits enlarging or reducing the copy when this is desirable. A document as large as 20" x 24" can be copied, but must be reduced to 12" x 18" or smaller in size. Documents less than 12" x 18" may be enlarged up to this size.

## Graphics Camera Rates

Exposures up to 12" x 18" per page	\$4.00
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### 4. Microfilm.

#### A. Negative, First Generation or "Original" Microfilm, 35mm.

Orders for microfilm of most records and manuscripts in the custody of the division can be accepted, and "original," first-generation microfilm, on unperforated, high-contrast film will be provided. Unless specific instructions are included in the order as to a particular image spacing, positioning of materials, or reduction ratio, each order will be filmed at the most suitable image position and reduction ratio, at the discretion of the microfilm staff. Orders for microfilm which is needed for any special purpose must specify those requirements.

Any identifying or bibliographic targets to be microfilmed are to be supplied with the order. Titles and target sheets which are prepared by the microfilm staff are made at an additional charge (see rates below). The Archives and Records Section reserves the right to add additional charges where records from several locations are filmed on one order or where unusual difficulties in filming are encountered, but it will notify patrons in advance if such additional charges are likely to accrue. The section also reserves the right to furnish duplicate microfilm in lieu of master negative microfilm if the original negative is retained in Archives custody.

## Negative Microfilm Rates

Per microfilm frame or image	\$ .20
Target sheets prepared by staff	\$ 1.00
Minimum charge per negative microfilm order	\$18.00

#### B. Duplicate Microfilm.

The Archives has thousands of reels of microfilm in its custody which, with certain exceptions, are available for duplication. To reduce the possibility of damaging the master negatives, only orders to duplicate complete rolls of microfilm will be accepted; portions of reels will not be supplied.

### **Duplicate Microfilm Rates**

Diazo (non-silver) duplicate film, per reel	\$10.00 (16mm)	\$12.00 (35mm)
Silver duplicate film, per reel	\$15.00 (16mm)	\$18.00 (35mm)

### **Microfilm Processing Rates**

16mm x 100' microfilm	\$1.40
16mm x 200' microfilm	\$2.80
35mm x 100' microfilm	\$1.75

### **C. Aperture Cards and Duplicate Diazo Microfiche**

#### **Aperture Cards and Duplicate Diazo Microfiche Rates**

Aperture cards	\$ .25
(There may also be a charge of \$12.00 for each diazo copy of microfilm if necessary to complete the order.)	
Duplicate diazo aperture cards	\$ .25
Duplicate diazo microfiche	\$ .25

Microfiche must be purchased as a set, although individual replacement sheets are available for previously purchased sets.

### **D. Microfiche**

#### **Microfiche Rates**

Land Grant Name Index (Alamance through Iredell counties) Indexes for individual counties	\$5.00 per county
Index to North Carolina Marriage Bonds, 1741-1868	\$100.00 per set*
Index of Revolutionary Army Accounts	\$30.00 per set*
North Carolina Supreme Court Case Index, 1909-1929	\$50.00 per set*
Name Index to Tennessee Land Warrants	\$20.00 per set*

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### **III. PHOTOGRAPHIC SERVICES**

#### **Photographic Rates for Black and White Prints**

4" x 5"	\$3.00
5" x 7"	\$4.00
8" x 10"	\$5.00
11" x 14"	\$9.00
16" x 20"	\$15.00
4" x 5" black and white copy negative	\$3.00

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### **IV. SPECIAL HANDLING FEES**

The Archives and Records Section reserves the right to impose special packaging and handling charges on orders when necessary to reimburse for costs.

See also: [Revised Fee Schedule](#)